

IDAHO PUBLIC WORKS CONTRACTORS LICENSING BOARD MEETING

Monday – April 2, 2007 – 9:00 A.M.

**Division of Building Safety
Board Conference Room
1090 East Watertower Street
Meridian, ID 83642**

NOTE: The following report is not intended to be a verbatim transcript of the discussions at the meeting, but is intended to record the significant features of those discussions.

The meeting was called to order by Chairman Bob Beer at 9:00 a.m. on Monday, April 2, 2007.

Board Members Present:

Dick Anderson, Chairman
Bob Angle
Bob Beer
David Bennion
Steffani Lippert
Torry McAlvain, Vice Chairman
Ken Worst

DBS Staff Members:

Kelly Pearce, Administrator
Steve Keys, Deputy Administrator, Operations
Marsi Woody, Deputy Administrator, Administration
Roger Gabel, Deputy Attorney General
Jean Frenette, PWCL and Industrial Safety Bureau Chief
Al Caine, Licensing and Compliance Program Manager
Laurie Jilbert, Executive Assistant to Mr. Pearce
Heather Carr, Licensing Outreach Advisor
Renee Bryant, Administrative Assistant

Public Works Contractors Licensing staff; Janice Atherton, Tracy Seganos and Vikki Vail were introduced to the Board.

♦ Election of Board Officers

Chairman – David Bennion nominated Dick Anderson for Chairman. Bob Angle seconded.

MOTION: David Bennion moved to cease nominations and cast a unanimous ballot for Dick Anderson for Chairman. Steffani Lippert seconded. All in favor, motion carried.

Vice Chairman – Bob Beer nominated Torry McAlvain for Vice Chairman. Steffani Lippert seconded.

MOTION: David Bennion moved to cease nominations and elect Torry McAlvain by unanimous ballot. Bob Beer seconded. All in favor, motion carried.

MEETING MINUTES MOTION: David Bennion moved to approve the January 8, 2007 minutes as distributed; motion was seconded by Torry McAlvain. All in favor, motion carried.

♦ **New License Categories**

Research and Findings – The Board reviewed documentation gathered from 1955 through 2006 on building construction costs and Public Works Contractor licensing requirements. The documentation was informational only.

Alternate Proposals – The Board discussed, in length, the definitions of working capital and net worth. A debate ensued over creating a new license category for bids up to \$25,000.00. David Bennion suggested reviewing/adjusting the classification percentages equally among the license types rather than create a new license category.

ACTION: Dick Anderson requested each board member bring their ideal license classifications, with parameters, to the July Board meeting.

♦ **Public Works Exam**

The Division continues to work with ICES, IAPMO's Construction Examination Service, to create a Public Works contractor exam based on business and law. Al Caine offered to present an informal workshop for board members, AGC and stakeholders to discuss the exams and license categories.

ACTION: Prior to scheduling a workshop, the Division will arrange for the Board to review and take an on-line "sample" test.

♦ **Finance Report**

Marsi Woody reviewed the Bureau's FY2007 Appropriation Balances, Revenue/Expenses and Revenue Comparisons.

The financial side of the Division's software program "CAS" (Consumer Access System), previously known as "Alpine", was addressed.

♦ **P.W. Contractors Licensing Program Manager Job Description**

Jean Frenette presented a re-written classification on the PWCL Program Manager position.

MOTION: Bob Angle moved that the Board direct the staff to move forward with the hiring of the Program Manager with the stipulation to review the on-going duties and responsibilities of the position in future meetings. Torry McAlvain seconded the motion. All in favor, motion carried.

ACTION: Torry McAlvain recommended focusing on hiring a program manager at this time; discussing the Bureau Chief position at the July meeting.

♦ **Legislative Update**

The Public Works Contractors Licensing fees were approved, along with the underlying clarification of the electrical requirements and the guarantor position. On the statutory side, House Bill 139, a change in the naming law and House Bill 140, consolidation of the Division of Building Safety Administrator's authority and duties, both passed.

◆ **Old/New Business**

Violations and Assessments – The agency investigated several issues, however; no violations have been assessed since the last Board meeting. The topic “Violations and Assessments” will be included in future board packets.

Board Packets – The Board prefers the packets to be sent regular (U.S.) mail rather than certified mail. David Bennion requested his packet be sent to his home address only.

Division of Public Works – Kelly Pearce discussed the Governor’s proposal to move Public Works into the Division of Building Safety.

MOTION TO ADJOURN: David Bennion moved to adjourn; motion was seconded by Torry McAlvain. Motion passed unanimously.

Meeting adjourned at 12:17 p.m.

RICHARD ANDERSON, CHAIRMAN
PUBLIC WORKS CONTRACTORS
LICENSING BOARD

C. KELLY PEARCE, ADMINISTRATOR
DIVISION OF BUILDING SAFETY

DATE

DATE